Record of Meeting
Tuesday, April 1, 2014
12:30 pm – Lunch
1 pm – Winlock

Present:

1. Carmen Dones, Allied Health
2. Ara Aguiar, Applied Technology
3. Buck Stapleton, Behavioral & Social Sciences
4. Gerald Ludwig, Business
5. Anna Chiang, Computer Science & Applications
6. Murrell Green for Sherron Rouzan, Counseling
7. Jane Witucki, Dance, Health & Physical Education
8. Michael Arata, Humanities & Fine Arts
9. Fran Leonard, Language Arts
10. Judy Chow, Library & Learning Resources
11. Matt Robertson, Mathematics
12. Abraha Bahta, Science

Guests:

1. Luis Cordova
2. Holly Bailey-Hofmann
3. Eric Ichon
4. Kimberly Manner
5. Alice Taylor

Others: Mary-Jo Apigo, Karen Burzynski, Walter Jones, Helen Lin, Bob Sprague, Rebecca Tillberg, Kathy Walton

1. **Call to Order.** VP Sprague called the meeting to order at 1 pm.

2. **Spring 2015 and Load Sheets.** K. Burzynski will send out galleys to the division chairs on April 10, 2014 for winter and spring 2015. The Summer & Fall 2014 printed schedule is on campus now with summer being combined with fall 2014. The summer schedule is in the front and is two pages. Offer letters for summer are due April 21, 2014. Offer letters for fall 2014 are due this Friday, April 4, 2014. K. Burzynski went over load sheets for assignments and non-teaching assignments as chair. Underload and overloads go forward. The contract limits underloads and overloads to three hours.

   **Spring 2015 galleys.** VP Sprague reminded the chairs to bring in their load sheets to their deans in Academic Affairs and monitor with their deans so changes can be made to spring 2015 load sheets. Load sheets should be attached to their galleys for reviewing with their dean.

3. **Faculty Professional Development.** VP Sprague welcomed K. Manner from Language Arts who is a tenured instructor and is a transfer from Pierce College. K. Manner is the new Faculty Professional Development Coordinator at West and asked for all the chairs to drop by and speak with her about the Academic Academy for faculty at West. VP Sprague posed the question to the chairs about how West informs new adjunct faculty and tenure track faculty about parking, office keys, room keys, office set-up.
4. **Enrollment Management: FTES/FTEF Allocation**

   R. Tillberg passed out a comprehensive FTEF Allocation Worksheet for 2014-15 year. She expects about a 4% increase to FTES’ at West.

   The following is a list of criteria as a possible model for allocation of the extra 4%:
   1. section count
   2. increase total section offering 4%
   3. distribute the additional 4% on sections based on criteria
   4. course meets a degree, certificates, IGETC requirement
   5. fill rate
   6. COR update %
   7. SLO assessment %
   8. exclusion roster return %
   9. % of programs with program maps

   A report generated by the Office of Research and Planning on the number of students who earned degrees and certificates by Division from 2011-2014 was distributed to division chairs. These were courses critical to the completion of a degree or certificate.

5. **Resource Development Committee.** H. Lin passed out the latest report of what has been evolving with grants at West titled Projected Grants Revenue for Year 2013-14. H. Lin gave an overview of non-salary items which included office supplies, computers, scanners, printers, data base for Library subscription, servers. The report also reflected what positions are funded by grants.

   VP Sprague reported that Mark Pracher submitted six proposals last Friday, March 28, 2014, where West could be in partnerships with a number of different colleges. There will be competition for grants this year. West will be in a position to change the impact of the college’s budget to maybe $4M or $5M contribution to benefit the college.

   There was discussion of a fourth VP of Workforce and Economic Development at West. If this occurs, the position would be funded by SFP grants, not by Program 10100. The Chairs were asked by VP Sprague if they were in favor of supporting grants for academic programs at West.

6. **Student Success Committee.** This committee is in the process of redeveloping Student Success Committee this spring 2014. Dr. Jones, Dean of Academic Affairs, will be co-chairing with C. Norris of the ATD Core Team. They will re-center Student Success Committee and will examine what other things that we are doing as a college – before students are enrolled, while they are enrolled, and after they transfer. Certificate completion will become one third of this.

7. **Distance Learning Synchronous Scheduling** – E. Ichon reported on Distance Learning Synchronous scheduling which will be a Fall 2014 pilot project.
About 25% of our enrollment is online classes. West receives 9% less in state apportionment for online and hybrid courses than for semester length on-campus courses. CC Confer is one way for having real time voice over.

Instructors would have a lot of latitude - guided virtual chat.

Proposed Criteria for Course Selection:

- General education classes
- Courses for which at least two online sections are offered
- Experienced online instructors who are willing to participate in the pilot and able to commit to a specific schedule
- Division Chairs who are willing to have one of the currently scheduled sections taught synchronously

E. Ichon will work with instructors who have students with conflicts for synchronous classes.

8. **Exclusion Rosters** – Admissions and Records will send the deans a list of faculty who have not turned in their exclusion rosters so the deans can start some sort of disciplinary process.

9. **Updates**

   - **Curriculum Committee** – J. Witucki passed out lists of 44 courses that are waiting to be approved at the next Curriculum Committee meeting. Adrienne Foster reminded division chairs to please have division reps attend Curriculum meetings in order to have courses acted upon. Courses must be voted upon. VP Sprague stated A. Aguiar’s office can issue a reminder of all Curriculum meetings and who the designated person is for each division.

   - **Accreditation** – A. Taylor passed out a one page newsletter for March 2014 which gives an overview of what the faculty has done, the SLO Committee has done, and the Division Chairs have done. She also went over the timeline of writing the final draft of the Midterm report and the draft of the Self Evaluation Report which is due during the Spring 2016 visit.

   - **Ed Master Plan Work Group** – R. Tillberg distributed an update of the current Ed Master Plan to division chairs which is a working draft. This is the next phase which is developing goals and objectives to go with each of the strategic directions. The work group hasn’t adopted any of these yet but will draft an action plan for each objective and meet with some of those who are responsible for those activities.

   - **SLO Update** – L. Cordova passed out course SLO assessment progress for fall 2012-spring 2013 to all division chairs. Faculty should insert the approved course SLO in their syllabus.

**Announcement**

B. Stapleton announced a seminar will be presented by the FBI – “Working with Threat Assessments” and will be held on Monday, April 7, 2014 from 8:00 am – 12 noon in FA 100.
VP Sprague announced that T. Russell will be the lead faculty for Learning Skills. The president will designate him as Chair of Learning Skills Math.